



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Alumni
Sub-Section:

TITLE: Alumni Association Board Records

CUTOFF: EOAY

DESCRIPTION: Records documenting the official activities of the alumni association board of directors, which is responsible for promoting the interests and ideals of the institution. Records include, but are not limited to, agendas, minutes, reports, and related documentation and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24189

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Alumni Association Board Records - Working Documents

CUTOFF: EOAY

DESCRIPTION: Supporting documentation of the alumni association board of directors, which is responsible for promoting the interests and ideals of the institution. Records include, but are not limited to, drafts, notes, working papers, and related documentation and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24190

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Alumni Association Services Program Records

CUTOFF: EOAY

DESCRIPTION: Records documenting the implementation of programs administered by the office such as those relating to marketing products, credit cards, insurance, and football tickets. Records include, but are not limited to, agreements, dues information, postal information, and related documentation and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24191

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Alumni
Sub-Section:

TITLE: Alumni Mailing List Records

CUTOFF: WSO

DESCRIPTION: Records of contact information of alumni for information request and mailing purposes. Records include, but are not limited to, mailing lists and related documentation and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24192

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Alumni Records

CUTOFF: WSO

DESCRIPTION: Records documenting the activities of an institution or department's alumni. Records include, but are not limited to, professional information; minutes, by-laws and directories of regional alumni organizations; promotional materials concerning annual gatherings; homecoming plans and programs; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club records; and notes, memoranda, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24188

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Class Gift Records

CUTOFF: EOAY

DESCRIPTION: Documentation of gifts given to the institution by graduating classes. Records include, but are not limited to, gift lists, gift histories, records of gift placement arrangements, and related documentation and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24193

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016
